

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

POLICY DIRECTIVE 36-7

2 January 2004

Personnel

JOINT AWARDS

REFERENCES:

- (a) USTRANSCOM Policy Directive 36-7, 26 May 1998, **canceled**
- (b) Department of Defense (DOD) Manual 1348.33-M, Manual of Military Decorations and Awards
- (c) Department of Defense (DOD) Instruction 1348.33, Military Awards Program
- (d) Joint Staff (J-1), Memorandum, Defense Superior Service Medal (DSSM) Approval Authority, 15 Dec 97
- (e) Director, Joint Staff Memorandum DJSM- 0627-03, DOD-Level Civilian and Military Awards, 3 July 2003
- (f) USTRANSCOM Instruction 36-18, Military Awards and Decorations

SUMMARY OF REVISIONS:

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974.

A. PURPOSE: Implements DOD, Joint Staff, and USTRANSCOM policy guidance on joint military awards and decorations.

B. APPLICABILITY: Applicable to all personnel assigned or attached to USTRANSCOM on orders or detailed for duty to USTRANSCOM and the Transportation Component Commands (TCCs).

C. POLICIES AND PROCEDURES:

1. The Directorate of Manpower and Personnel (TCJ1) administers the command Military Awards and Decorations Program in accordance with DOD, Joint Staff, and Service policies.

The following basic policy provides the general framework for processing and approving joint awards.

1.1. Defense Distinguished Service Medal (DDSM). DOD Manual 1348.33-M, Manual of Military Decorations and Awards, restricts this award normally to the Chairman, Joint Chiefs of Staff; Vice Chairman, Joint Chiefs of Staff; vice chiefs of the Services; and commanders and deputy commanders of unified and specified commands. Commanders and directors of joint activities are to ensure that nominations for DOD-level civilian and military defense awards meet the provisions and intent of DOD Instruction 1348.33, Military Awards Program, and are awarded to general/flag officers and Senior Executive Service civilians whose exceptional performance of duty and contributions to national security or defense have been at the highest levels of governance.

1.2. Defense Superior Service Medal (DSSM). The DSSM should typically be awarded to officers O-6 through O-8. Officers of O-6 pay grade should be serving in a division chief or higher position of responsibility. *The Commander can approve the DSSM for retiring officers in pay grades O-6 and above.* The Deputy Commander can approve the DSSM for retiring officers in pay grades O-6 and above in the Commander's absence.

1.3. Defense Meritorious Service Medal (DMSM). The DMSM should usually be awarded to pay grades O-4 through O-6, CW/CWO-3 through CW/CWO-5, exceptional senior enlisted supervisors in pay grades E-8 and E-9 and, with rare exception, to E-7 personnel. It should be presented to O-6 officers serving at the branch or division chief or higher level and O-5 officers who are branch chiefs or higher or have performed other exceptionally noteworthy work. The Deputy Commander can approve the DMSM for retiring officers in pay grades O-3 through O-6 and enlisted pay grades E-7 through E-9.

1.4. Joint Service Commendation Medal (JSCM). The JSCM should be the basic award for the truly outstanding action officer through the pay grade of O-4 and for exceptional enlisted personnel.

1.5. Joint Service Achievement Medal (JSAM). This award should be used to recognize those officer and enlisted personnel whose performance has been excellent, but not at the same level as those deemed to be truly outstanding. This award should not be restricted solely to single instances of excellent performance "impact" awards. The JSAM is not authorized for award to officers serving in pay grade O-6 or above. *Civilian deputy directors in equivalent pay grades of O-7 and above can approve the JSAM in the director's absence.*

2. For award purposes, the word "service" is normally defined as "...a period of time greater than 12 months and encompassing an individual's entire joint assignment." Only one decoration may be awarded for the same act, achievement, or period of service. An award for meritorious service may include intervening meritorious achievements, but will not be made for meritorious achievement and meritorious service involving the same period of time.

D. AWARDS RECOMMENDATION TIMELINE:

1. In accordance with USTRANSCOMI 36-18, recommendations for awards are due to TCJ1 as follows:

<u>TYPE OF AWARD</u>	<u>DAYS PRIOR TO DEPARTURE</u>	<u>APPROVAL AUTHORITY</u>
Defense Distinguished Service Medal (DDSM)	100	SECDEF
Defense Superior Service Medal (DSSM)	100	DJS and CDR or DCDR for retiring O-6 and above
Defense Meritorious Service Medal (DMSM)	60	DCDR
Joint Service Commendation Medal (JSCM)	60	Pay grade O-7 or higher
Joint Service Achievement Medal (JSAM)	30	Directors, Chiefs of CSG, Commanders pay grade O-6 or higher

2. Timelines specified are critical for orderly processing, boarding, and preparing of award elements. Recommendations submitted significantly short of these prescribed times must be accompanied by a memorandum from the director or CSG chief explaining the reason for lateness (i.e., short-notice assignment orders, accelerated retirements, etc.).

3. Award recommendations recognizing “specific achievement” are exempt from these timelines.

E. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

\\SIGNED
GARY H. HUGHEY
Lieutenant General, U. S. Marine Corps
Deputy Commander

OPR: TCJ1-P